# Revisions

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# HEALTH & SAFETY POLICY

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HEALTH AND SAFETY AT WORK ACT 1974

GENERAL POLICY STATEMENT

It is the Company's policy to uphold all that is reasonably practicable, to establish healthy and safe working conditions for its employees, contractors and visitors using the facilities. The standards will be those required of the Health and Safety at Work Act 1974, and all other statutory requirements which relate to the Company's activities.

The Company recognises that the interests of Health and Safety at Work are best served by increasing the awareness of every individual, together with a personal readiness to react appropriately to situations, which may arise.

The Company will, so far as is reasonably practicable :-

- Maintain a safe and healthy environment at all times.
- Provide and maintain plant and safe systems of work.
- Provide information, instruction, training and supervision so as to ensure the Health and Safety of their employees and others.
- Ensure the Safety and absence of risks to Health in connection with the use, handling, storage and transport of articles and substances.
- Comply with the requirements of all safety legislation, reports and Approved Codes of Practice.
- Ensure that their employees are aware of their responsibilities towards Health, Safety and Welfare.
- Monitor the effectiveness of the Company’s Health and Safety Policy and revise it as necessary.

Signed :- ___________________  Date :- _______________

Managing Director  Harris & Taylor Scaffolding Ltd
**PART A – RESPONSIBILITIES**

**Individual Responsibilities**

**Managing Director**

The overall responsibility for Health, Safety and Welfare within the Company lies with the Managing Directors.

The Managing Directors will ensure that adequate funds and facilities are allocated for the implementation of the Company's Safety Policy.

The Managing Director should support at all times the intent of the Company's Safety Policy by taking decisions to implement those recommendations made to him in relation to reducing risks to Employees, Contractors and Visitors to the Company.

The Directors should ensure that persons under their control are adequately trained and fully aware of the hazards involved in the work undertaken by them. A training programme should be planned with special attention being given in the job description to all Safety aspects.

Health and Safety should be discussed at all branch meetings as an agenda item. The Managing Director should be informed of the findings to enable a programme of corrective action to be implemented where required.

The Managing Director should ensure that:

- A maintenance schedule for all plant and equipment is created, and that maintenance and repair records are kept.
- All accidents within the Company are promptly investigated to discover their cause so that corrective measures can be considered and implemented with the aim of avoiding a recurrence.
- In the event of a major injury or notifiable dangerous occurrence, the process should be stopped and the equipment left in its current condition. This should then be followed by action in accordance with the policy for reporting accidents and dangerous occurrences.

The Managing Director should ensure that all relevant statutory provisions and all aids to Safety are made known to his employees. The latter must be able to carry out their duties in accordance with the Health and Safety at Work Act 1974.
Supervisors

• Always observe the requirements of the Companies procedures. Read and understand it and bring it to the attention of all employees under your control, particularly any new employees assigned to your supervision.

• Ensure that you carry out your work in accordance with all;
  - Statutory Health and Safety Regulations.
  - Associated Approved Codes of Practice.
  - British Standards.

• On their first day and before setting them to work, ensure that any new employees assigned to your supervision;
  - Have received both Company & Site Safety Inductions.
  - Have or shall receive a copy of the Employee Safety Policy.
  - Are instructed in safe working procedures and practices.
  - Instructed in accident reporting procedures.

• Organise the work areas so that work is carried out to the required minimum Company Policy standards and with the minimum risk to employees, contractors, the public, equipment and materials

• Know and ensure that the work is carried out in compliance with all relative;
  - Statutory Regulations
  - Approved Codes of Practice.
  - British Standards.

• Ensure that the work is carried out in accordance with safe working practices and procedures and in a safe manner at all times.
• Incorporate safety instructions in routine orders and ensure they are adhered to.
• Keep all registers, records and reports up to date, properly completed and in a safe place. Ensure that copies are available and statutory notices and signs are prominently displayed.
• Ensure that the ‘Competent Persons’ appointed to make the necessary inspections of plant etc. have sufficient experience and knowledge to evaluate all aspects of safety relating to the item(s) being inspected.
• Ensure that you and the employees directly under your control wear all appropriate and adequate personal protective equipment and clothing for the task they are carrying out
• Ensure that safety devices are fitted, properly adjusted and maintained.
• Ensure that plant operators only operate equipment for which they are trained and competent.
• Not allow employees to take personal or other risks.
• Not allow horseplay or dangerous practical jokes and reprimand those who ignore their own and other’s safety.
• Arrange delivery and stacking to avoid double handling and ensure that off-loading and stacking is carried out in a safe manner.
• Ensure all defective plant and equipment-awaiting repair should be marked or labelled isolated and secured in such a way so as to prevent unauthorised or accidental use.
• Ensure that employees use the correct tools and equipment for the work. Do not improvise.
• Plan and maintain a tidy work area.
• Ensure high standards of housekeeping are implemented and maintained.
• Ensure all rubbish is removed and placed in the waste disposal container. Allow only those materials and equipment required for the work to be drawn from stores.
• Remove all waste materials from the workplace at the end of the working shift.
• Ensure you and your employees maintain a high standard of personal hygiene.
• Report all accidents and damage in accordance with the Company’s Health and Safety Policy
• Ensure that all personal injury accidents are recorded in the Accident Book. Ensure that all reportable accidents are managed according to the ‘Reporting of Injuries, Diseases and Dangerous Occurrences Regulations’ and Company Policy.
• Set a personal example by wearing appropriate personal protective equipment, clothing and footwear at all times.
Employees

All employees are required to undertake the following:

- To read and understand the Company’s Health and Safety Policy.
- To comply with the Company’s Safety Procedures and use methods and systems of work established by the Company.
- To use the correct tools, plant and equipment and report promptly all defects.
- To avoid improvisation which entails any unnecessary risks.
- To use the protective clothing and safety equipment provided.
- To refrain from horseplay and the abuse of welfare facilities.
- To ensure that whenever in doubt regarding matters of Health, Safety or Welfare, their immediate Managing Director is consulted.
- To familiarise themselves with the position of all First Aiders, Fire Fighting equipment etc and understand the Company’s Emergency procedures.
- To respond immediately to Emergency calls and to assemble at the designated points.
- To report all accidents, both minor and serious of any kind to the Managing Director as soon as possible and not later than 24 hours after the accident.
- Employees are reminded that they also have a responsibility to ensure not only their own Health and Safety but also that of their colleagues. The Health and Safety at Work Act 1974, places the following duties and responsibilities on all employees.
- Employees have a duty to take reasonable care for the Health and Safety of themselves and other persons who may be affected by their acts or omissions at work.
- It is the duty of employees to co-operate with Management so far as is necessary to enable that duty or requirement to be performed or complied with.
- Employees have a duty not to interfere with or misuse things provided in the interests or Health and Safety or Welfare.

Drugs & Alcohol Policy

The company absolutely prohibit the consumption of alcohol and the taking of drugs during the hours of employment. The company also absolutely prohibit the bringing of, or attempting to bring, any alcohol or drug substances to work.

The Company also reserve the right to refuse anyone who appears to be under the influence of alcohol or drugs entry onto any part of their premises.

Employees who may have a problem related to drugs or alcohol are encouraged to seek professional help and the company will provide all necessary assistance.

Employees or subcontractors employees under the influence, or suspected of being under the influence of alcohol or drugs will be escorted from site. Such employees will be interviewed the next day and advised of any future occurrence, and depending on the outcome of the interview, may be referred for counselling or dismissed.
PART B

GENERAL ARRANGEMENTS
WORK AT HEIGHT

The Work at Height Regulations 2005

Harris & Taylor Scaffolding Ltd shall ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.

All reasonable steps shall be taken by the company to provide a safe working environment for employees required to carry out their trade or professional skills at height.

The company shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

The responsibility for the implementation of this policy lies with The Managing Director.

Only trained and competent persons shall be allowed to erect, dismantle or alter any scaffolding

The company will, in consultation with employees and their representatives:

- carry out an assessment of the risks involved in work at height and take steps to eliminate or control them
- provide all the necessary equipment to allow safe access to and egress from the place of work
- provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary at, the workplace
- when working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily (once the work, plant and equipment have been left in a safe condition) until such time as it is safe to continue
- when working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible
- arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so
- appoint a competent person to be responsible for the supervision of the erection, altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

The company will prepare a method statement, incorporating the results of any risk assessments made, for work at height, to be followed by all involved in such work.
Where it is not possible to follow the method statement: no further work should be undertaken and a responsible person should be informed alternative procedures will be outlined and workers will be advised of these following appropriate consultation.

The company shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height.

The company shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

MATERIALS

Tubes and Fittings

Steel scaffold tubes and fittings shall comply with BS EN 39 and BS 1139 Part 2 (incorporating EN 74).

Boards

Boards shall conform to BS 2482 and shall be 225mm wide x 38mm thick and free from:

- Splits
- Warping
- Notches
- Paint
- Nails
- Excessive knots
  - Face knots shall not exceed 150mm when summed across the width of both faces, the width of a single knot not exceeding 75mm.
  - Edge knots generally should not exceed 28mm.
  - Where an edge knot also appears on the face then it is summed in with the total of the face knots.
  - Generally there should be a clear distance between knots or knot groups of at least 150mm.
  - The twist in a 3.9m board should not exceed 12mm over the full width.
Ladders

Timber and aluminium ladders shall be Class 1 and conform to BS 1129

Timber ladders must not be painted as the paint hides defects. Ladders shall be coated with a preservative or clear varnish.

All ladders shall be inspected frequently and the following points should be checked:

- timber ladders for splits or cracks, splintering, warping or bruising. Metal ladders for mechanical damage,
- rungs for signs of undue wear or movement. No rungs should be missing,
- wedges and tie rods for tightness. Metal reinforcement to stiles for correct position, feet for splitting and fraying.
- Timber or plastic inserts to metal ladders for wear and correct position,

If a ladder cannot be properly repaired, it must be scrapped.

All ladders shall be thoroughly inspected prior to delivery to site and recorded in the ladder inspection register

Stacking and Storing of Materials

All materials not being immediately used must be neatly placed in stillages/fitting bins and returned to the compound area or removed from site. Equipment must not be stacked loose or placed on non-working lifts.

Erection Procedure

Prior to commencing work a site specific Risk Assessment and Method Statement shall be produced and all personnel informed of their contents and control measures required.

All scaffolds shall be erected in accordance with Regulation 8 of The Work at Height Regulations 2005, BS EN 12811 & NASC SG4:05 Preventing Falls in Scaffolding & Falsework

The scaffolding of a structure is not to commence until a firm and level area, at least 2m wide from the structure suitable for the purpose has been provided by the Main Contractor.

Any unsuitable founding must be reported to the Main Contractor before the scaffold is erected. All baseboards must span two standards (inside and outside) with the exception of corner standards, where single baseboards of adequate dimensions are permitted.

Loading bay baseboards must span all three standards from inside to out.

Scaffold boards shall be secured to prevent them from becoming dislodged.

Guard rails and toe boards shall comply with BS EN 12811 and Regulation 8 Schedule 2 of the Work at Height Regulations 2005.

A double guard rail is to be incorporated into the design on all working lifts and stop-ends.

On completion of the scaffolding and prior to use a handover certificate shall be issued to the Main Contractor and a Scafftag placed at each access point

Ladder Access

All ladders must be of suitable length and placed at an inclination of 75°. No support must present a foot fault in the ladder and any protruding tube work must be moved to allow safe movement up and down the ladder. A short tube fixed on the top guardrail with a 90° coupler shall act as the ladders final support and tie point.

The ladder shall be tied on its stiles using proprietary ladder clamps. Access onto the working platform shall be made by way of an opening in the guardrails of dimensions no more than 600mm and no less than 500mm and shall be protected by a self-closing gate.

Emergency Procedures

A rescue plan shall be developed for each individual site
PERSONAL PROTECTIVE EQUIPMENT

The company will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE.

Where risks to Health and Safety are identified which require Personal Protective Equipment as a means of minimising the risk, the Company will undertake to provide free of charge the necessary equipment.

Personal Protective Equipment shall be suitably stored, maintained, cleaned and replaced where necessary

Employees must set a good personal example by wearing/using Personal Protective Equipment when necessary.

Training and information will be provided, where necessary, on the care, use and maintenance of all Personal Protective Equipment supplied to employees.

All Personal Protective Equipment will conform to the required British or EU Standard.

The minimum PPE to be worn on all sites is
- Hard Hat
- High Visibility Clothing
- Safety boots with steel toe caps and sole inserts
- Gloves
- Fall Arrest Harnesses

Pre Use Checks

This level of inspection should be carried out for both harnesses and lanyards at the beginning of each shift and are a means of checking that there are no visible or surface defects with the equipment. Pre-use checks should be tactile and visual. The whole lanyard and harness should be subject to the check, by passing it slowly through the hands (e.g. to detect softening or hardening of fibres, ingress of contaminants). This visual check should be undertaken in good light.

Any defects or concerns identified during the pre-use check should be raised with the appointed competent person before the equipment is used. The appointed competent person must carry out a thorough examination and either satisfy themselves that the equipment is safe to use or destroy the equipment depending upon the defect and concern raised.

Thorough examinations

A thorough examination shall be carried out by a trained and competent person at intervals not exceeding 3 months

A thorough examination of equipment shall also be carried out:
- If there is no evidence that a harness or lanyard has been inspected by a competent person within the last three months;
- For a new harness before it is issued to the user
- If identification is not evident;
- If a harness and lanyard is exposed to a particularly arduous environment eg. After work in damp or hot conditions.

If any defects or concerns are identified during a thorough examination the equipment must be withdrawn from service and destroyed.

The results of every Thorough Examination shall be recorded on the Harness Inspection Register

All harnesses shall be stored in such a manner so as they are not contaminated or exposed to high levels of sunlight

TRAINING & COMPETENCY

All scaffolders shall be CISRS registered at each gang of scaffolders shall contain at least 1 Part 2 qualified Scaffolder.

The company shall carry out further individual training as determined by Management as and when required.
RISK ASSESSMENT

Management of Health and Safety at Work Regulations 1999 (Regulation 3)

• The Company accepts that unless properly controlled some of its operations may present risks to members of staff, and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

• The Company will take all reasonable steps to ensure that Risk assessments are carried out which will detail the range of hazards associated with working operations together with any necessary remedial actions.

• Any employee who discovers a hazard during working operations should report the hazard to management so that necessary remedial action can take place.

MANUAL HANDLING

Manual Handling Operations Regulations 1992

Overview

This is an important issue throughout Industry as a high proportion of staff absences, insurance claims, etc., arise from tasks involving:

• the raising, lowering, pulling and pushing of loads
• frequent lifting and turning operations
• rapid repetitive or jerky movements in connection with above
• adopting poor postures at work stations
• using unsuitable seating in transport and plant

Risk Assessment

A competent supervisor must assess all situations and endeavour to avoid hazardous operations by the use of mechanical aids etc. Where this is not reasonably practicable, a more in depth assessment is legally necessary in which the following four factors must be considered:

• the task
• the load
• the working environment
• the individual’s capability

Reference must be made to the manual handling risk assessment. The purpose of this is to highlight control measures, which will reduce the risk of injury.

Training

All employees involved with manual handling shall receive specific training with regard to manual handling techniques.

PLANT AND EQUIPMENT

Provision & Use of Work Equipment Regulations 1998

The Company recognises its responsibility under the Work Equipment Regulations 1998 and will ensure that all plant and equipment is suitable and safe for the purpose for which it is used, and is maintained in good order at all times.

A maintenance schedule will be kept the Managing Director, although employees will be delegated responsibility for carrying out checks and maintenance within their own areas.

Records of checks and maintenance will be kept at the plant/equipment locations.

Instruction and training will be given to all employees when required on the use of work plant/equipment for the purposes of Health and Safety.

Abrasive Wheels

No employee shall mount abrasive wheels unless they have been appointed to do so by Management.

Sufficient training will be given to Employees prior to use of and mounting of Abrasive wheels in accordance with the regulations.

The Managing Director will keep a register of all appointed persons.
PREMISES AND WORKPLACE ENVIRONMENT

It is the policy of the Company to ensure the premises and general workplace environment are a safe and healthy place to work.

The Company will endeavour to provide a suitable working environment, maintaining the premises to a high standard of safety and providing the required facilities for hygiene and welfare.

General housekeeping is also regarded as of paramount importance and the Company will ensure that the cleanliness of the workplace, equipment and facilities is to the highest standard. The Company must stress, however, that the willingness and co-operation of all staff is essential to maintain the standard of housekeeping that is desired.

WELFARE FACILITIES

Construction (Design and Management) Regulations 2007 Schedule 2

It is the policy of the company to ensure the health, safety and welfare of all employees, so far as is reasonably practicable.

The company shall ensure that suitable and sufficient rest facilities, sanitary facilities and washing facilities have been provided on site for all employees prior to work commencing.

INDUCTIONS

Construction (Design and Management) Regulations 2007

All employees shall be given an induction on commencement of their employment which shall include where relevant the following information:

- Contents of the Company’s Health & Safety Policy
- Company Structure
- Company Procedures
- Site & Office rules

Records

Record the names of persons receiving the induction talks in the Safety Induction Log.

Site Based Employees

All site based employees shall ensure they attend the Main Contractors Site Induction prior to commencing work on site.

NOISE

The Control of Noise at Work Regulations 2005

Under The Control of Noise at Work Regulations 2005 the Company has a duty to prevent individuals being harmed from noise generated by work activities and the surrounding environment.

The actions required to achieve these objectives are set out in seven Health and Safety Risk Management steps:

- identify noisy activities and environments
- assess the associated risks
- identify all those who might be harmed
- take measurements
- implement controls
- where it is not possible to reduce the noise emitted from machines at source suitable ear protection shall be provided
- record findings of assessments and exposures
- review and revise.

Since no cure for noise induced hearing loss currently exists, effective preventative measures are the only means of protecting the worker. Pre-employment assessment of those who have been previously exposed to significant noise risk and regular audiometric health checks (health surveillance) of those who may continue to be so is very important.

Hearing Protection

Adequate hearing protection shall be provided where noise levels above 80dB(A) cannot be reduced by other means.

Adequate hearing protection shall be used where noise levels above 85dB(A) cannot be reduced by other means.
HAND ARM VIBRATION

The Control of Vibration at Work Regulations 2005

The Company recognises its duty under these regulations to implement risk management arrangements to meet the legal requirements and most importantly, to prevent individuals being harmed from vibration generated by work activities.

The action required to achieve these objectives is set out in the following Health and Safety Risk Management steps:-

- identify hazardous activities
- assess the risks
- identify those who might be harmed
- take measurements - ascertain exposure
- implement controls
- provide information, instruction and training
- record findings of assessment and exposure
- review and revise

Since no cure for hand arm vibration syndrome (HAVS) currently exists, effective preventative measures are the only means of protecting the worker.

It is important that potential employees who have been previously exposed to significant HAVS risk, undergo a pre-employment assessment.

Employees who are regularly exposed to a HAVS risk must also be subjected to a regular health check.

ACCIDENT REPORTING

Reporting of Injuries, Diseases, Dangerous Occurrence Regulations 1995

All accidents to employees, contractors and visitors should be reported immediately to the General Manager and be entered in the Company’s accident book.

All accidents (except those of a very minor nature) will be investigated by the Managing Director. The Managing Director will advise, in writing, of the outcome of the accident investigation, including any recommended remedial action, which may have to be taken.

Where required, accidents, dangerous occurrences and certain prescribed diseases will be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), to the Environmental Health Officers local area office.

HEALTH OF EMPLOYEES

It is the policy of the company to seek the co-operation of their employees in order to minimise the risk of ill health arising from the working environment or work activities.

Employees are requested to inform the Managing Director if they suffer from, or have suffered any medical condition, which may affect the Health, Safety or Welfare of themselves or others whilst at work. This requirement also extends to prescribed industrial diseases and contagious diseases or conditions.

In the event of concern for the Health and Safety of an employee or employees, the Company may seek medical advice. Where necessary, employees will be requested to attend a medical examination to be conducted by an appointed doctor by the Employment Medical Advisory Council.

Disclosure of medical information for employees will be treated in the strictest of confidence.
HEALTH AND SAFETY

EMPLOYEE/SUB CONTRACTOR ACCEPTANCE

The Company recognises its responsibility to ensure safety and has formulated this Policy documentation to provide all employees with standards to which they are required to abide.

As an Employee/Sub-Contractor of Harris & Taylor Scaffolding Ltd I have read the Safety Policy and understand, accept and will comply with its contents as part of my contract of employment.

I understand that this policy may be altered from time to time and that the Company will ensure that I am informed of any changes therein.

Signature.....................................................

Print Name..................................................

Date..........................................................

RETURN THIS FORM, COMPLETED, TO: The Managing Director